



Job Announcement

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RE-POST

PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT RE-APPLY

Opening Date:	February 25, 2009	Closing Date:	March 4, 2009
Job Title:	Administrative Assistant III	Position Type:	Regular Full Time
PIN:	059620	FLSA Status:	Non-Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Entry Salary:	J08 \$32,398 - \$38,476
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Performs highly responsible administrative services. Drafts and composes a variety of letters, memorandums and reports. Coordinates a variety of office activities, special projects and functions. Responsible for researching and organizing background material in preparation for meetings, conferences, and hearings. Responds to inquiries and referrals from other offices and visitors to insure that information flows in an accurate and prompt manner, to maintain good public relations. Thorough knowledge of modern office management principles and practices. Thorough knowledge of departmental operating policies/procedures/standards, and the ability to apply them as necessary. Skill in operating a variety of standard office equipment.

Education: High School Diploma or GED.

Experience: Three years of clerical/secretarial experience that demonstrates the ability to handle multiple priorities, organize work, and apply the required skills, including the use of a computer and word processing software.

Note: Associate's Degree in may be substituted for 2 years of the required experience, and completion of a legal secretarial or related program may be substituted for one year of the required experience.

Preferred: Prior experience with court procedures, court documents and familiarity with legal terminology.

Skills/Abilities: Ability to perform responsible administrative/secretarial work with demonstrated initiative and under general supervision. Ability to coordinate activities, special projects and functions for the office. Ability to communicate in an effective and diplomatic manner with individuals who contact the clerk. Draft and prepare correspondence for the clerk. Maintain confidentiality and professionalism in all office matters. Ability to operate a personal computer and type 40 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary Employment Application (unsigned applications will not be accepted). You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
Courthouse
14735 Main Street, Room M1401
Upper Marlboro, Maryland 20772-9987
ATTN: Peggy Magee, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.